

JOB DESCRIPTION SUMMARIES
CIRCUIT COURT

Job Title: Circuit Court Administrator

Under the general direction of the chief judge, manages and directs all administrative functions of the circuit court, which may also include the family division. Directs a staff responsible for case processing, scheduling proceedings, security and other non judicial functions. Directly responsible for personnel management, fiscal management, jury utilization, caseflow management, research and planning, facility's management and other important administrative functions. Qualifications for this job vary with the level of responsibilities assigned.

Job Title: Deputy Circuit Court Administrator

Under the general direction of the Circuit Court Administrator, provides day-to-day assistance to the Court Administrator in support of Circuit Court judicial and administrative functions. Maybe responsible for one or more major work areas or divisions. Serves as the Court Administrator in that person's absence. Qualifications for this job vary with the level of responsibilities assigned.

Job Title: Chief Deputy Clerk

Under the general direction of the County Clerk and/or Circuit Court Administrator, acts as the supervisor or lead worker in the court clerk division of the circuit court or the county clerk's office. Oversees all operational aspects of the court clerk division including maintenance and control of Circuit Court files, related records and funds ordered held by the Court. Job normally requires considerable experience in a court or closely related legal setting.

Job Title: Circuit Court Reporter/Recorder

Makes a verbatim record of circuit court proceedings. Prepares typed transcripts of the record and maintains related files. Job requires education and training sufficient to permit certification by the Michigan Supreme Court.

Job Title: Judicial Secretary

Performs legal secretarial functions for (a) circuit judge(s), includes taking and transcribing dictation, screening callers and setting up appointments, opening, reviewing and routing mail, and performing related functions. Job normally requires high school graduation or its equivalent, two years of legal secretarial experience, and ability to take and transcribe legal dictation as required.

Job Title: Chief Assignment Clerk

Responsible for scheduling all proceedings before the circuit court and general docket control. Coordinates the scheduling of proceedings with the judge(s), prosecutor, attorneys and other court participants. May be assigned other responsible administrative and/or clerical functions. Job normally requires considerable experience in a court or closely related legal setting.

Job Title: Alternative Dispute Resolution (ADR) Clerk

Coordinates court evaluation proceedings, includes selecting panels, scheduling hearings, obtaining and distributing summaries, preparing and distributing results, preparing reports, and collecting and disbursing payments. Job normally requires considerable experience in a court or closely related legal setting.

Job Title: Bailiff/Court Officer

Under the supervision of (a) judge(s) and/or court administrator, is responsible for maintaining courtroom security, protecting the judge, jury, and other participants. Provides general assistance to the judge by ensuring that the courtroom is in order, delivering case files, sequestering juries, transporting prisoners, and performing related tasks.

Job Title: Law Clerk

As a law school student or graduate, assists (a) judge(s) by conducting legal research, writing memoranda, and drafting opinions.

Job Title: Court Clerk

Serves as clerk to a circuit court judge(s). Attends sessions of court to log information on court proceedings, including witnesses names, motions entered, verdicts and other important facts, and enters such information on the court records. May draw and swear in jurors, prepare reports on court activity, and perform related case processing support functions. Job normally requires high school graduation or its equivalent and at least one year of court-related experience.

Job Title: Account Clerk

Performs a variety of bookkeeping tasks involved in processing circuit court receipts and maintaining appropriate financial and account information. Activities may include receiving and receipting payments, maintaining and balancing accounts, and making financial transmittals. Job normally requires high school graduation or equivalent and some bookkeeping and/or accounting experience.

Job Title: Secretary

Performs secretarial duties for one or more administrative or managerial personnel. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Job requires high school graduation or its equivalent and at least one year of office experience, and the ability to take and transcribe dictation as required.

Job Title: Typist Clerk

Performs a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing and providing counter service in routine matters. May perform moderately complex to complex clerical tasks in a training capacity. Normally this is an entry level job. Job normally requires the equivalent of high school graduation and typing skills.

JOB DESCRIPTION SUMMARIES
CIRCUIT COURT FAMILY DIVISION - FRIEND OF THE COURT SECTION

Job Title: Friend of the Court

Under the general direction of the chief or presiding judge, and/or family division administrator directs investigative, enforcement, accounting, disbursement of support, and other domestic relations case processing activities. Performs personnel and fiscal management, research and planning, facility's management, and other important administrative activities. May personally perform investigative and/or enforcement activities. The Friend of the Court shall demonstrate experience or education in one or more of the following areas:

- A human service or behavioral science field
- Domestic relations law
- Administration

Job Title: Deputy Friend of the Court

Under the direction of the Friend of the Court, assists the Friend of the Court in the performance of a variety of administrative activities and in directing investigative, enforcement, disbursement of support, and other domestic relations case processing activities. Supervises Friend of the Court staff on a regular basis. Serves as Friend of the Court in that person's absence. Qualifications for this vary with the level of responsibilities assigned.

Job Title: Friend of the Court Casework Supervisor

Serves as a supervisor of a group of caseworkers and/or enforcement officers engaged in conducting domestic relations investigations; recommending custody, visitation and support, initiating enforcement of court orders; and conferring with parties regarding complaints and questions. Job normally requires a bachelor's degree, or equivalent, in the behavioral sciences and two years' experience as a caseworker or enforcement officer.

Job Title: Caseworker - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court, evaluates domestic relations cases and recommends custody, visitation and support. Regularly confers with parties to divorce actions regarding complaints and/or questions. Job normally requires a bachelor's degree, or equivalent, in the behavioral sciences.

Job Title: Enforcement Officer - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court, regularly checks the record of court ordered support payments and takes appropriate action in cases of delinquent payments. Performs other assigned tasks related to enforcement of court orders. May present support show causes, stipulations and modifications in court and/or before a referee. Qualifications for this job vary with the level and scope of responsibilities assigned.

Job Title: Enforcement Clerk - Friend of the Court

Performs a variety of clerical tasks involved in the enforcement of court orders. Activities normally include processing delinquent notices and income withholdings, attempting to locate delinquent payors, and explaining enforcement procedures to clients. Position normally requires high school graduation or equivalent, and previous clerical experience.

Job Title: Family Counselor - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court, counsels individuals, couples, families and groups experiencing a wide range of emotional, social and psychological problems. May mediate custody and visitation dispute with referred clients in an effort to resolve differences. Submit written reports, evaluations and recommendations to the court as necessary. Job normally requires a master's degree in social work, or family or marital counseling with course work in family treatment and substantial experience in conflict resolution.

Job Title: Domestic Relations Mediator - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court provides formal domestic relations mediation to assist parties in voluntarily settling custody or visitation disputes. Job normally requires a master's degree in behavioral sciences, five years experience in family counseling, or membership in the State Bar of Michigan, and additional training as required by statute.

Job Title: Referee - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court, conducts hearings on custody, visitation, support, and other domestic relations matters as allowed by law. Prepares and submits to the court written reports containing summaries of testimony and recommendations of findings and dispositions. Job requires membership in the State Bar of Michigan.

Job Title: Attorney - Friend of the Court

Under the direction of the Friend of the Court or Deputy Friend of the Court, supervises and participates in legal work of office. Prepares petitions and orders subsequent to review of files and/or instruction of the court. Prepares and presents cases in courts. Researches, analyzes, and remains abreast of domestic relations statutes, rulings and public assistance laws in order to advise staff and prepare cases. May serve as referee conducting quasi-judicial hearings on custody, visitation, support, alimony and property cases. Job requires membership in the State Bar of Michigan.

Job Title: Clerical Services Supervisor - Friend of the Court

Supervises assigned clerical support staff who performs a variety of clerical and/or typing activities involved in processing domestic relations cases. Position may supervise clerical activities of a specific FOC department or work unit. Makes authoritative recommendations on hiring and disciplinary matters. Job normally requires high school graduation or equivalent, additional college level course work, and progressively more responsible domestic relations case processing experience.

Job Title: Chief Account Clerk - Friend of the Court

Serves as principal bookkeeper for the Friend of the Court Office with responsibility for maintaining all financial records. Activities include (in either a participatory or supervisory capacity) receiving and recording a large volume of receipts, maintaining and balancing a number of accounts, making financial transmittals and disbursements, and preparing financial reports. Qualifications for this job vary with the level and scope of assigned responsibilities.

Job Title: Account Clerk - Friend of the Court

Performs a variety of bookkeeping tasks involved in processing Friend of the Court receipts and maintaining appropriate financial and account information. Activities may include receiving and receipting payments, maintaining and balancing accounts, and making financial transmittals and disbursements. Job normally requires high school graduation or equivalent, and some bookkeeping and/or accounting experience.

Job Title: Data Entry Operator - Friend of the Court

Operates a computer terminal to enter daily support payment information, enter and update account information, make corrections and changes, and print checks. May confer with clients and the public in order to answer routine questions, explain procedures and payment requirements, and record and receipt payments. This is a non supervisory job. Job normally requires equivalent of high school graduation and prior clerical experience in a court or related setting.

Job Title: Cashier - Friend of the Court

Records and receipt's payments made in person or through the mail. May confer with clients and the public in order to answer routine questions, and to explain procedures and payment requirements; refers judgmental or policy matters to appropriate individual. May type correspondence, notices, legal orders and other materials. May operate a bookkeeping machine or computer terminal. This is a non supervisory job. Job normally requires the equivalent of high school graduation and clerical/bookkeeping experience in a court or related setting.

Job Title: Secretary - Friend of the Court

Perform secretarial duties for one or more administrative or managerial personnel. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Job requires high school graduation or its equivalent, one year of office experience, and the ability to take and transcribe dictation as required.

Job Title: Typist Clerk - Friend of the Court

Perform a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing, and providing counter service in routine matters. May perform moderately complex to complex clerical tasks in a training capacity. Normally this is an entry level job. Job normally requires the equivalent of high school graduation and typing skills.

JOB DESCRIPTION SUMMARIES
CIRCUIT COURT FAMILY DIVISION - JUVENILE SECTION

Job Title: Juvenile Section Administrator

Under the general direction of the chief or presiding judge, and/or family division administrator manages and directs all administrative functions of the juvenile section. Responsible for personnel management, fiscal management, research and planning, facilities management and other important administrative functions, and coordinates activities with other court operations and related agencies. Job requires a minimum of a bachelor's degree in social sciences, business or public administration, education, criminal justice or a law degree and two years of casework or supervisory experience.

Job Title: Assistant Juvenile Section Administrator

Serves as the overall assistant to the Juvenile Court Administrator with responsibility for the supervision of one or more program areas and/or the general supervision of the juvenile section. Job normally requires a minimum of a bachelor's degree in social sciences or human services field and casework and/or supervisory experience in a juvenile court or closely related setting.

Job Title: Juvenile Section Referee

Serves as a juvenile court referee with responsibility for holding hearings and recommending decisions as authorized by statute and court rules. If licensed to practice law in Michigan or if grandfathered pursuant to MCLA 712A.10 and MCR 5.913 as of January 1, 1988, may serve as referee in delinquency proceedings in all phases except waiver or jury trial. If not licensed to practice law in Michigan or if not grandfathered in as of January 1, 1988, may serve as a referee in delinquency proceedings at preliminary inquiries and preliminary hearings. If licensed to practice law in Michigan, may serve as a referee in all phases of child protective proceedings. If not licensed to practice law in Michigan, may serve as referee in child protective proceedings at preliminary inquiries and preliminary hearings.

Job Title: Juvenile Section Program Supervisor

Under the general direction of the Juvenile Court Administrator and/or Assistant Juvenile Court Administrator, administers one or more juvenile programs such as delinquency, child protective proceedings, foster care and adoptions, intake and clinical services. Assists in establishing program goals, policies and procedures and integrating the program with other court and/or local agency programs. Performs responsible personnel management functions for a number of professional staff. Job requires a bachelor's degree in social sciences or human service field and two years of professional juvenile court or closely related experience.

Job Title: Juvenile Section Casework Supervisor

Serves as supervisor of a group of caseworkers engaged in investigating juvenile complaints, preparing pre-dispositional reports, developing treatment programs, and supervising probationers. May oversee other court services such as the investigation and licensing of foster homes and adoption investigations. Usually supervises four or more caseworkers. Job requires a minimum of a bachelor's degree in social sciences or human services field and two years of professional experience with a juvenile court staff or in a child welfare agency.

Job Title: Juvenile Section Senior Caseworker

As an experienced and highly skilled caseworker, in addition or instead of the duties listed for juvenile caseworker, is responsible for one or more of the following functions:

- Serving as placement and after-care planning specialist;
- Training of caseworkers and/or other court staff members;
- Intake screening and authorizing acceptance of petitions;
- Coordination and development of community resources and programs;
- Other special assignments.

Advancement to the senior level is not automatic with experience, incumbent must assume the more difficult assignments. Job requires a minimum of a bachelor's degree in social sciences or a related human services field, some experience as a juvenile caseworker and completion of Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.

Job Title: Juvenile Section Caseworker

Performs casework and/or probation services involving delinquent, abused, neglected and/or dependent children. Investigates the background of delinquent youths in order to assist the court in determining the most appropriate disposition of each case. Supervises and counsels assigned juvenile probationers and attempts to modify or eliminate behavioral problems. Job requires a bachelor's degree in the social sciences or a related human services field and completion of Michigan Judicial Institute certificate training for juvenile court staff within two years after date of employment.

Job Title: In-Home Care/Diversion Caseworker

Supervises and provides guidance to assigned juveniles and their families and attempts to modify or eliminate behavioral problems and avoid out-of-home placement and/or formal involvement with the juvenile court. May conduct investigations and assess suitability of youth's placement in-home care/diversion programs. Job normally requires a bachelor's degree in the social sciences or a related human services field and completion of the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.

Job Title: Volunteer Coordinator

Under general direction, is responsible for coordinating a volunteer program, includes recruiting and training volunteers, developing volunteer programs, supervising and assisting volunteers, and effectuating the utilization of volunteers in the probate and juvenile court services program. Job normally requires a bachelor's degree or its equivalent in social work, psychology, sociology, counseling or closely related field and at least one year of casework experience.

Job Title: Psychologist

Provides psychological diagnostic treatment and/or research services. Selects, administers, scores and interprets the results of psychological tests. Conducts in-depth interviews with clients and relatives. Makes diagnostic evaluations. Provides counseling and other treatment services. May serve as a resource to casework staff. This is a non-supervisory job. Job normally requires a master's degree in psychology and at least one year of experience as a psychologist, with some psychological testing experience.

Job Title: Juvenile Register

Performs and/or supervises processing of legal documents, and is responsible for the clerical and bookkeeping activities of the juvenile division. May serve as a supervisor of clerical staff, assigning and reviewing work. Job usually requires high school graduation or its equivalent with some general office experience, preferably in a court or legal setting.

Job Title: Deputy Juvenile Register

Under the supervision of the Juvenile Register, performs complex clerical tasks such as participating in the processing, reviewing, and filing of legal documents pertaining to juvenile matters. Types a variety of materials including correspondence, court orders, and various reports. May review case files scheduled for hearings to determine if case is ready for court action. This is a non-supervisory job. Job normally requires equivalent of high school graduation and some experience in a juvenile court or closely related setting.

Job Title: Secretary

Performs secretarial duties for one or more administrative or managerial personnel. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Job requires high school graduation or its equivalent and at least one year of office experience, and the ability to take and transcribe dictation as required.

Job Title: Typist Clerk

Performs a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing and providing counter service in routine matters. May perform moderately complex to complex clerical tasks in a training capacity. Normally this is an entry level job. Job normally requires the equivalent of high school graduation and typing skills.

Job Title: Custodian

Performs a variety of janitorial and housekeeping duties. Maintains assigned areas in a clean and orderly condition, performing duties such as sweeping, scrubbing, waxing and polishing floors, cleaning carpets, dusting furniture and equipment, washing walls and windows, emptying wastebaskets, and transporting trash to disposal areas. Performs related functions.

Job Title: Food Service Supervisor

Under general direction of the Child Care Facility Superintendent, plans and supervises the food service activities and personnel in the county child care operations and food procurement. Serves as supervisor of a number of cooks and other food service personnel. Job normally requires some training beyond high school in food preparation, dietetics and related areas, and considerable experience in the area of food service.

Job Title: Child Care Facility Attendant

Under the supervision of the Assistant Shift Supervisor and/or Shift Supervisor, supervises and cares for residents of a child care facility. Supervises activity programs, counsels youths, and ensures that residents meet established standards relative to personal conduct, hygiene and security. Job requires the minimum of high

school graduation or its equivalent and two years experience in a child care facility.

Job Title: Child Care Facility Shift Supervisor

Directs the operation of a child care facility on an assigned shift, supervising a group of attendants, program assistants, kitchen workers and other support personnel engaged in providing proper living conditions, security measures, and therapeutic activities for residents. Assists staff in resolving problems with residents, counsels residents, maintains activity logs and resident counts, and serves as liaison with court and social services personnel. Job requires minimum of two years of college in a human services field and two years of work experience in a child care institution.

Job Title: Assistant Child Care Facility Superintendent

Serves as overall assistant to the Child Care Facility Superintendent with responsibility for one or more program areas. Assists in all or most administrative functions of the facility including personnel management, financial management, facilities management and domestic services. May be directly responsible for assigned functions such as therapy programs, accounting and purchasing or other program areas. Job requires the equivalent of a bachelor's degree in the behavioral sciences with considerable experience in juvenile casework and the management of a child care facility.

Job Title: Child Care Facility Superintendent

Has responsibility for the administration and direction of a child care facility. Supervises a staff engaged in providing living accommodations and security measures for juveniles designated as wards-of-the-court. Responsible for all administrative functions of the facility such as personnel management, financial management, facilities management, domestic services, and purchasing. Plans and directs therapy programs of the facility. Job requires a minimum of a bachelor's degree in social sciences or human services field and two years experience in a child care facility.

Job Title: Judicial Secretary

Serves as secretary to a judge and performs a variety of responsible administrative duties. Takes and transcribes dictation of correspondence, opinions and other materials, screens callers, opens, reviews and routes mail, and maintains the judge's law library. Assigns cases, types and mails notifications, and prepares dockets. May perform other responsible functions. Job requires two years of progressively more responsible secretarial experience in a court or related setting.

Job Title: Court Recorder/Reporter

Makes a verbatim record of court proceedings. Prepares typed transcripts of the record as directed. May take and transcribe judge's dictation of legal orders, decisions and correspondence and performs other general secretarial tasks. Job requires education and training sufficient to permit certification by the Michigan Supreme Court.

JOB DESCRIPTION SUMMARIES
PROBATE COURT

Job Title: Probate Court Administrator

Under the general direction of the chief judge, manages and directs all administrative functions of the probate court. Directs probate court staff responsible for receiving, reviewing and filing of legal documents pertaining to estates, commitments and guardianships; and performing other non-judicial functions. May direct juvenile section employees. Responsible for personnel management, fiscal management, research and planning, facilities management and other important administrative functions. Qualifications for this job vary with the level of responsibilities assigned.

Job Title: Probate Register

Under the general direction of the Probate Court Administrator or the Probate Judge(s), assumes responsibility for the performance of non-judicial acts required of the probate court. Supervises and participates in the intake, review, and filing of legal documents pertaining to estates, commitments, guardianships, and in some cases, juvenile matters. Performs administrative functions such as financial management, personnel management, and caseload management for the estates/mental division. Job usually requires the equivalent of high school graduation, with considerable experience in probate court, although qualifications may vary with the size of the court.

Job Title: Chief Deputy Probate Register

Under the supervision of the Probate Register, assists in the supervision of office staff and may serve as a Senior Deputy Register. Job normally requires high school graduation or equivalent and experience as a Deputy Probate Register.

Job Title: Deputy Probate Register

Under general supervision, performs complex clerical tasks in the office of the Probate Register. Participates in the intake, review and filing of legal documents pertaining to estates, commitments, guardianships, and other probate matters. This is a non-supervisory job. Job normally requires the equivalent of high school graduation and some office experience, preferably in a probate court or related setting.

Job Title: Secretary

Performs secretarial duties for one or more administrative or managerial personnel. Some independent judgement is required in carrying out assignments and confidentiality of materials must be maintained. Job requires high school graduation or its equivalent and at least one year of office experience, and the ability to take and transcribe dictation as required.

Job Title: Typist Clerk

Performs a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing, and providing counter service in routine matters. May perform moderately complex to complex clerical tasks in a training capacity. Normally this is an entry level job. Job normally requires the equivalent of high school graduation and typing skills.

Job Title: Estate Analyst

Responsible for administrative clearance of case files for court hearings. Reviews estate case files for accuracy, completeness and compliance with law and court rule. Determines if petition to commence proceedings is complete, all parties interested are shown, petitioner is proper person to petition, fees are paid, proper notice has been given, claims against the estate have been paid, accounts are verified, fiduciary fees are in accordance with schedule, taxes have been satisfied, and residue of the estate is assigned to the persons entitled and properly receipted. Job normally requires some legal-related education beyond high school and three years of probate court experience.

Job Title: Mental Health Supervisor/Coordinator

Responsible for processing, scheduling, and coordinating all mental health proceedings. Performs and/or oversees the performance of the following: Interviews persons seeking involuntary institutionalization of alleged mentally ill or mentally retarded persons and makes preliminary determination as to whether court services are required, screens petitions for acceptance and participates in the processing of petitions, prepares court commitment dockets, appoints physicians and is responsible for follow-up after court action. Responsible for coordinating activities of the mental health division with other agencies. Job normally requires some formal training beyond high school and three years of probate court experience.

Job Title: Judicial Secretary

Serves as secretary to a judge and performs a variety of responsible administrative duties. Takes and transcribes dictation of correspondence, opinions and other materials, screens callers, opens, reviews and routes mail, and maintains the judge's law library. Assigns cases, types and mails notifications, and prepares dockets. May perform other responsible functions. Job requires two years of progressively more responsible secretarial experience in a court or related setting.

Job Title: Court Recorder/Reporter

Makes a verbatim record of court proceedings. Prepares typed transcripts of the record as directed. May take and transcribe judge's dictation of legal orders, decisions and correspondence and performs other general secretarial tasks. Job requires education and training sufficient to permit certification by the Michigan Supreme Court.

JOB DESCRIPTION SUMMARIES
DISTRICT COURT

Job Title: District Court Administrator/Clerk

Under the general direction of the chief judge, manages all administrative functions of the court. Directs staff responsible for the processing of traffic, civil, and criminal cases, providing court security and fulfilling other non-judicial functions. Responsible for personnel management, fiscal management, caseflow management, jury utilization, research and planning, facilities management, and other important administrative functions. Qualifications for this job vary with the level of responsibilities assigned.

Job Title: Deputy District Court Administrator

Under the general direction of the District Court Administrator/Clerk, assists in directing the processing of traffic, civil and criminal cases, processing of financial transactions and maintenance of financial records, and with other administrative functions. Regularly supervises court staff and serves as Court Administrator/Clerk in that person's absence. Qualifications for this job vary with the level of responsibilities assigned.

Job Title: Magistrate

Under the direction of the district court judge(s), serves in a quasi-judicial capacity as prescribed by statute. This includes disposing of minor offenses prior to trial, holding informal hearings on civil infractions, issuing arrest and search warrants as properly authorized, and setting and collecting bonds. May perform marriages. Job normally requires a year of district court experience involving the processing of traffic and/or criminal cases or experience in law enforcement involving Michigan traffic and criminal laws.

Job Title: Judicial Secretary

Performs legal secretarial functions for the district judge(s), including taking and transcribing dictation, screening callers and scheduling appointments, opening, reviewing, and routing mail, typing opinions, orders and correspondence and performing related functions. Job normally requires high school graduation or equivalent, two years of secretarial experience, and ability to take and transcribe dictation.

Job Title: District Court Recorder/Reporter

Makes a verbatim record of all district court proceedings. Prepares official transcripts of court proceedings. May serve as a secretary to a district court judge and perform other responsible clerical functions. Job requires education and training sufficient to permit certification by the Michigan Supreme Court.

Job Title: Bailiff/Court Officer

Under the general supervision of district court judge, responsible for providing and maintaining facility and courtroom security, protecting the judge, jury, and other participants. Provides general assistance to the judge by delivering case files, ensuring that courtroom is in order, and performing related tasks. Job normally requires high school graduation or its equivalent and at least six months experience in law enforcement or court related duties.

Job Title: Law Clerk

As a law school student or graduate, assists a judge(s) by conducting legal research, writing memoranda, and drafting opinions.

Job Title: Deputy Clerk Supervisor

Supervises several clerical workers engaged in the processing of District Court matters, with responsibility for assignment of work, scheduling personnel, and the review and evaluation of performance. Makes authoritative recommendations on hiring and disciplinary matters. In the larger courts may be responsible for supervising a major division of the court, i.e., traffic, criminal or civil. Job normally requires two years experience as a Deputy Court Clerk.

Job Title: Assignment Clerk

Schedules all courtroom proceedings for the court, coordinating such scheduling with the judge(s), prosecutor, attorneys, and other court participants. Job normally requires high school graduation or its equivalent and at least one year of experience in a court or closely related setting dealing with the processing of criminal and/or civil cases.

Job Title: Deputy Court Clerk I

Under close supervision, performs a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing and providing counter service on routine matters. May perform moderately complex to complex tasks in a training capacity. Job normally requires the equivalent of high school graduation and is typically an entry-level job.

Job Title: Deputy Court Clerk II

Performs a variety of complex clerical tasks involved in the processing of civil, criminal, and/or traffic cases. Provides assistance and direction on court matters to attorneys, law enforcement officers, and members of the public. May open case files, receipt monies, provide counter assistance, review files for court action, and close cases. Job normally requires high school graduation or its equivalent and one year of district court or closely related experience. This is a non-supervisory job.

Job Title: Chief Account Clerk

Serves as the principal bookkeeper, with responsibility for maintaining all financial records of the court. Includes posting daily receipts, maintaining checking accounts, preparing financial transmittals, computing juror payroll, and balancing and maintaining various accounts. Qualifications for this job vary with the level and scope of assigned responsibilities.

Job Title: Account Clerk

Performs a variety of bookkeeping tasks involved in processing district court receipts and maintaining appropriate financial and account information. Activities may include receiving and receipting payments, maintaining and balancing accounts, and making financial transmittals. Job normally requires high school graduation or equivalent and some bookkeeping and/or accounting experience.

Job Title: Typist Clerk

Performs a variety of clerical tasks not requiring an extensive knowledge of court procedures. Activities include the typing of standardized materials, filing and providing counter service in routine matters. May perform moderately complex to complex clerical tasks in a training capacity. Normally this is an entry level job. Job normally requires the equivalent of high school graduation and typing skills.

Job Title: Secretary

Performs general secretarial duties for one or more administrative or managerial personnel. Some independent judgment is required in carrying out assignments and confidentiality of the materials processed must be maintained. Job requires high school graduation or its equivalent, one year of general office experience, preferably in a legal setting, and the ability to take and transcribe dictation as required.

Job Title: Probation Officer

Under general direction, conducts investigations and prepares reports in order to assist the judge(s) in determining appropriate sentencing of individuals brought before the court. Develops and implements treatment programs for individuals placed on probation in an effort to rehabilitate them and prevent future violations. Job normally requires the equivalent of a bachelor's degree in psychology, social work, counseling, or closely related field, and no specific amount of prior work experience.

Job Title: Chief Probation Officer

Under the general direction of the chief judge and/or court administrator, supervises a probation department which includes at least one other full-time probation officer. Oversees and participates in the development and implementation of rehabilitation programs. May perform the duties of a probation officer. Job normally requires the equivalent of a bachelor's degree in psychology, social work, counseling, or closely related field and two years experience as a probation officer.

Job Title: Compliance Officer

Normally assigned to the Probation Department. Monitors individuals' compliance with terms and conditions of court orders and sentences. Activities may include monitoring payment schedules and monthly reporting requirements, and verifying performance of community service and attendance at treatment sessions. Qualifications for this job vary with the level and scope of responsibilities assigned.

Job Title: Collections Clerk/Officer

Monitors court ordered fines, costs and restitution, and specializes in initiating enforcement activities to collect delinquent payments. Activities normally include interviewing individuals and employers to verify income and employment, issuing delinquent letters and notices, attempting to locate delinquent payors, and establishing payment plans. Qualifications for this job vary with the level and scope of responsibilities assigned.